STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

INEZ MOORE TENENBAUM
STATE SUPERINTENDENT OF EDUCATION

MEMORANDUM

TO: District Superintendents
             Assistant Superintendents for Instruction
             District Test Coordinators

FROM: Theresa G. Siskind, Director
             Office of Assessment

DATE: August 26, 2005

RE: Update on Assessments

Welcome back! We hope everyone has a great beginning for another school year! The information in this newsletter provides the most current information from the Office of Assessment about various testing programs. **Please share this information with all appropriate staff members in your district.** Copies will be sent only to the addressees above.

General Information

Updating DTC Contacts for 2005–06
The time has come for the annual update of our District Test Coordinator (DTC) records for each district. The Superintendent's copy of this memorandum includes a three-page form for designating test coordinators for various testing programs. Please ensure that the enclosed DTC form is completed and faxed to Carolyn Ray at 803-734-8886 **no later than September 9**.

Testing Dates
Test dates for the 2005-06 school year are enclosed with this memorandum. The PACT and HSAP testing dates for fall 2005 through spring 2008 are posted on the Web at
 <http://www.myscschools.com/offices/assessment/news/TestingDates110804.pdf>.

Student Unique Numbering System (SUNS) for Testing
The Office of Technology is in the process of initiating a new 10-digit student ID numbering system named the Student Unique Numbering System (SUNS) for testing. For the fall, completion of the number is optional for schools and districts. SUNS for testing is located in the Alternate 1D1 field of SASI in the student atom.

For the fall administration of the **EOCEP**, the number will be collected with the SWEET query upload and will be included on the testing data file for precoded students. For nonprecoded students, the number can only be provided on the file if the district elects to handcode the number.

For the fall administration of the **HSAP**, the precode information printed on the student's test booklets is brought forward from the previous spring's testing. Therefore, the SUNS can only be included on the district data file for both precoded and nonprecoded students if the district elects to handcode the number.

Formative Test Funds Distribution and Checklist
In an email from Marc Drews (Office of Curriculum and Standards), dated July 13, 2005, districts received information about funding earmarked for formative tests at K-5. The District Test Coordinator should work with the district designee of that communication to ensure that the funds designated for the formative tests are appropriately expended and should guide the process of selecting, adapting, enhancing, or developing this assessment system for the district.

The South Carolina Department of Education (SDE) sent DTCs a checklist that provides an outline of some considerations for the selection of a formative assessment system. The checklist may be adapted so that it can be used for multiple tests or as a rating system; however, districts should use the checklist when making a decision to purchase a commercially available test or when developing a test at the district level.

Districts will be asked to provide the SDE with information and technical data about the formative test selected for district use. The report will include the same components as the checklist. A formal request for information will be sent at a later date.

An accompanying handbook that includes a glossary of important measurement and technical terms is being prepared and will become available at the end of August to assist in the selection of a formative assessment system that meets the suggested criteria.

Committee Participation

The Office of Assessment is seeking participants to assist with various phases of the testing process. Personnel with content expertise in ELA, mathematics, science, and/or social studies who are interested in finding out more about our committees should go to the assessment page at <www.myscschools.com>. Information about the committees and the application process will be found in the News and Events section of the Web site.

Upcoming Meetings

Fall Testing Workshops
The fall testing workshops will be held Tuesday through Thursday, September 20−22 in Columbia. (The same information will be presented each day.) The agenda will include the following topics: alternate assessment; readiness assessment; posttest information for PACT, HSAP, and EOCEP; fall pretest information for HSAP, EOCEP, and grade 2 norm-referenced tests (ITBS and CogAT); Project STAR; and the Testing Task Force recommendations. Additional information and registration forms for these workshops are being sent to DTCs in a separate mailing.

NOTE: Precode is **not** included on the agenda for the fall testing workshops being held in September. A workshop that will include a Precode presentation is being planned for November 2, 2005. More detailed information about the workshop will be provided in September.

Precode Project for 2005–06
Contact: Christina Schneider 803-734-8534 cschneid@sde.state.sc.us

The Precode Project provides the student enrollment and demographic data to the contractors for our testing programs except for the alternate assessments. (See Precode Data Extraction for Alternate Assessment on page 5.) This year, the precode data submission will occur as a component of the quarterly data collection process. The data collection name will be QDC 2/Precode and the data will be submitted through the SWEET tool. The Office of Technology will produce automated feedback reports for the Precode print phase and update phase. The reports will be available the morning following data submission. DTCs should register for a myscschools account so that they may view the precode reports for their district. The directions for registering may be found on the following Web site <https://www.myscschools.com/help/howto/sde_signup_howto.doc>. The Precode presentation on November 2, 2005 will include more information about this process.

Spring 2006 Testing Changes

Reduction in Use of Constructed-Response Items: In response to a recommendation from the Testing Task Force, there will be reduced use of constructed-response items on PACT in spring 2006. There will be no constructed-response items on PACT in science and social studies, and the number of constructed-response items on PACT mathematics will be reduced. Revised blueprints indicating these changes may be accessed at
<http://www.myscschools.com/offices/assessment/Publications/PACTblueprints.htm>.

In addition, the task force recommended the use of answer folders for tests constructed solely of multiple-choice items. Therefore, for grades 3–8 science and social studies, test questions will appear in the test booklets and students will respond in separate answer documents. (Scannable test booklets will continue to be used for all grades of ELA and mathematics.)

Increase in Released Items: The task force further recommended an increase in the number of released items to further awareness about how standards are interpreted for assessment purposes. In response, the Office of Assessment will release one HSAP mathematics and one ELA test in fall 2005. The office is also working to determine which items can be released for PACT.

Social Studies Academic Standards

The academic standards correlations are found at the following Web site <http://www.myscschools.com/offices/cso/social_studies/documents/2INEZ-SSstandardscorrelations_000.doc>. These correlations provide a crosswalk, a connection between South Carolina's 2005 social studies academic standards and the state's 2000 social studies curriculum standards. Teachers who are tailoring their current units to the new standards will find these correlations helpful as they determine where changes in instruction need to occur.

Palmetto Achievement Challenge Tests (PACT)
Contact: Susan Creighton 803-734-8535 screight@sde.state.sc.us

Word-to-Word Bilingual Dictionaries
Some districts are having difficulty locating acceptable word-to-word bilingual dictionaries. In the past, a list of acceptable resources has not been compiled because the SDE does not endorse or approve particular dictionaries or thesauruses. However, due to the persistence of this issue, Catherine Neff, the Title III/ESOL Consultant, has released the name of one bilingual dictionary that she is familiar with, the Larousse Mini Dictionaries, available through Houghton Mifflin. Districts should evaluate the dictionary before deciding whether to use it. The Office of Assessment staff have not reviewed it.

PACT Field Tests
The SDE has been awarded a grant to study ways to present test items to all students including those with Limited English Proficiency (LEP) and disabilities. Items for this study will be included on PACT field tests in spring 2006. In previous years, LEP students and some students with disabilities have been exempt from taking any of the PACT field tests. This year, LEP students and students with disabilities who use accommodations must be included for the field tests. Districts will receive student labels for these students. Details will be supplied in October.

Spring 2005 PACT Score Results
Districts should have received PACT data files with results for all grades and subjects, along with CD-ROMs of district, school, and class level rosters and summary reports by August 1. (These reports can also be accessed from DRC's secure Web site.) Paper copies of Individual Student Reports and student labels will arrive in the districts by August 23. Districts should have also received paper copies of any other score reports requested by the DTC through DRC's online report ordering system, as well as copies of the *PACT Score Report User's Guide*.

Alternate Assessment
Contact: Suzanne Swaffield 803-734-8274 sswaffie@sde.state.sc.us or Douglas Alexander 803-734-3923 dgalexan@sde.state.sc.us

2004–05 Administration
PACT-Alt and HSAP-Alt data files were sent to the District Test Coordinator for Alternate Assessment (DTC-Alt) on July 29. School and District Roster Summaries and Individual Student Reports (ISRs) will be shipped to districts on August 19.

2005–06 Administration
This year is a transition year from our current PACT-Alt and HSAP-Alt assessment system to the new South Carolina Alternate Assessment Program (SC-Alt). During 2005–06, PACT-Alt and HSAP-Alt will be administered for AYP reporting and accountability and SC-Alt will be field-tested. To accommodate the field test window for SC-Alt, the PACT-Alt and HSAP-Alt assessment periods have been adjusted. Precode for alternate assessment will occur with the QDC1/45-day collection.

Alternate Assessment Schedule

PACT-Alt
The assessment window is from September 12, 2005, through February 17, 2006. Portfolios are to be returned to the DTC-Alt by February 24, 2006.

HSAP-Alt
Test Administrator Training will be conducted during the week of December 5–9, 2005. The test administration window is January 17–February 24, 2006. Materials are to be returned to the DTC-Alt by March 3, 2006.

South Carolina Alternate Assessment Program (SC-Alt)
A census field test of the new assessment program will be conducted in the ELA and mathematics content areas during the assessment window of March 20–April 28, 2006. Training for test administrators conducting the field tests will be scheduled in regional sessions from March 6 through March 14, 2006. The field test for science and social studies will be conducted during the fall of 2006.

A complete schedule of Alternate Assessment activities for 2005–06 is enclosed with this memorandum.

Precode Data Extraction for Alternate Assessment
The alternate assessment calendar for 2005–06 has been modified to accomplish the PACT-Alt and HSAP-Alt administrations, as well as a field test of the new SC-Alt during the 2005–06 school year. The assessment windows for these three programs follow:

PACT-Alt   September 12, 2005 – February 17, 2006
HSAP-Alt   January 17 – February 24, 2006
SC-Alt Field Test   March 20 – April 28, 2006

The early scheduling for HSAP-Alt requires that materials be delivered to the districts during the week of January 9, 2006. The DTC-Alt must return all assessment materials for both HSAP-Alt and PACT-Alt to the contractor by March 3, 2006. **To meet this schedule, the Alternate Assessment precode data will be collected as a component of the QDC 1.**

The 45-day enrollment (QDC 1) precode extraction is needed to identify students requiring alternate assessment in order to ship assessment materials for HSAP-Alt and precode labels for both PACT-Alt and HSAP-Alt during the first week of January. In addition, **the Precode data collected from QDC 1 will be used to identify students for the SC-Alt field test.** The student information required for this purpose includes all normal student demographic data (grade level through EIA codes as specified on page 2 of the Precode Manual) plus the Free/Reduced Meals, English Proficiency, Migrant Status, Alternate Assessment Eligibility, Deaf-Blindness, and Multiple Disabilities precode fields. **All schools and districts must complete the 45th day data submission in a timely manner to avoid alternate assessment answer document hand coding and requests for additional materials.** The full coding requirements will apply only to students requiring alternate assessment.

DTC-Alt Workshops
PACT-Alt and HSAP-Alt pre and post test workshops will be held in regional sessions immediately following the PACT-Alt new teacher training in September. The workshops will begin at 2:30 PM and conclude at 4:00 PM in the same locations as the new teacher training in Greenville, Columbia, and Charleston. Registration information has been sent to the DTC-Alt in each district.

Palmetto Achievement Challenge Tests–Alt (PACT-Alt)
Contact: Suzanne Swaffield 803-734-8274 sswaffie@sde.state.sc.us

PACT-Alt New Teacher Training
Training for teachers who are new to PACT-Alt will be held in Greenville on September 7, Columbia on September 8, and in Charleston on September 9. Sessions are limited to teachers who have not conducted the PACT-Alt assessment previously. Registration information has been sent to the DTC-Alt in each district to coordinate the registration.

PACT-Alt Electronic Data Collection System
The web-based electronic data collection system can be accessed at <http://www.pactalt.org>.

PACT-Alt Teacher Leaders
Training was conducted July 26 and 27 for PACT-Alt Teacher Leaders. DTC-Alts will be asked to update the Teacher Leader database by completing a nomination form being sent in a separate mailing.

South Carolina Readiness Assessment-Alternate Scoring (SCRA-Alt)
Contact: Courtney Johnson Foster 803-734-3552 cjfoster@sde.state.sc.us

Alternate scoring of the South Carolina Readiness Assessment is available for students who meet the alternate assessment participation criteria guidelines and the age requirement guidelines. There is a draft version of the Alternate Scoring Supplement to accompany the SCRA guidelines on the Web site, with the final version expected in late September. The address is <http://www.myscschools.com/offices/assessment/Programs/SCRA-alt/index.htm>.

Accommodations, Modifications, and Customized Forms
Contact: Courtney Johnson Foster 803-734-3552 cjfoster@sde.state.sc.us

Please note the change in Courtney's name and email address.

Students with IEPs and 504 Plans can use accommodations, modifications, and customized forms if the IEP or 504 Plan team determines they are needed during testing. Information for the PACT, HSAP, and EOCEP can be found on the Web site at <http://www.myscschools.com/offices/assessment/Programs/AMC/>.

Please note that due to NCLB requirements, we anticipate some change in the guidelines for assessing students off grade level. These requirements are currently being clarified by the U.S. Department of Education so guidance will not be available before the fall testing workshops in September. **At this time, we have no information or guidance for IEP teams with respect to**

this issue. As soon as information is available, both the Office of Special Programs and the Office of Assessment will disseminate it.

Enhanced Assessment Grant

The Office of Assessment is seeking participation in a research study this fall. The purpose of this research study is to investigate strategies for increasing the reliability of test results of diverse learners. The study is part of a federal Enhanced Assessment Instruments grant project entitled *Achieving Accurate Results for Diverse Learners* (AARDL).

The study will investigate the reliability of the Accommodation Station (AS), an online decision-making model that helps IEP teams determine which testing accommodations are most appropriate for individual students with disabilities. The study will require that students participate in two, 45-minute sessions using the Accommodation Station system. The students will work through a short series of reading and math items that will provide a brief summary of their skills followed by a series of questions that will provide information about their learning and testing preferences. Participating teachers will answer questions about students' reading and mathematics proficiency, frequency of use of accommodations, and other related services. Using this information, an expert panel representing several states will recommend a decision-making model that is intended to guide and add value to the decisions made by the IEP team by making the IEP process more systematic.

If your school or district is interested in finding out more information on this study or would like to participate, please contact Courtney Johnson Foster at (803) 734-3552 or by email at cjfoster@sde.state.sc.us.

High School Assessment Program (HSAP)
Contact: Nancy Whitlock 803-734-0664 ncwhitlo@sde.state.sc.us

Participation Guidelines for HSAP
The revised Participation Guidelines for fall and spring HSAP testing have been posted on the SDE Office of Assessment Web site at
<http://www.myscschools.com/offices/assessment/Programs/HSAP/GuidelinesF05.pdf>.

SchoolHouse
SchoolHouse will be open for online orders of fall 2005 HSAP testing materials from August 15 to September 8 and will re-open for additional orders from October 10 to November 18. The numbers that are preloaded on the SchoolHouse screens for ELA and mathematics are based on the number of students who scored at Level 1 for each subject in the spring 2005 administration. (The numbers of students using customized materials are not preloaded on the SchoolHouse screen for fall ordering.) Please update the numbers shown on the SchoolHouse screens for all students who will be taking the tests in the fall. If you have questions about ordering materials, please call Pearson Educational Measurement (PEM) at 866-724-4602.

Spring 2005 HSAP Score Reports and User's Guide
School and district HSAP score reports were shipped to districts for receipt between July 13 and July 15. The *HSAP Score Report User's Guides* were shipped to districts on July 5. This document was posted on the Office of Assessment Web site on July 12.

Basic Skills Assessment Program (BSAP) Exit Examination
Contact: Lane Peeler 803-734-8282 lpeeler@sde.state.sc.us

The final administration of the BSAP Exit Examination occurred in July 2005. Score reports were shipped to districts in August. Hereafter, all students will take HSAP to satisfy their exit examination graduation requirement.

End-of-Course Examination Program (EOCEP)
Contact: Lane Peeler 803-734-8282 lpeeler@sde.state.sc.us

2004–05 Score Results
Summer 2005 administration score reports on paper and CD are due in districts on September 2, 2005. The 2004-05 year-end summary reports (which include score results from fall 2004, spring 2005, and summer 2005) are due in districts September 22, 2005.

Fall 2005 SWEET Query
The SWEET (SASIxp Web Extract and Export Tool) query will be posted from September 12–16, 2005 to collect student membership information in the gateway courses (Algebra 1, Mathematics for the Technologies 2, Biology 1, Applied Biology 2, English 1, and Physical Science) for which test administration is required. These courses may be offered in one or more of grades 6–12 and adult education. District Technology Services sent District Technology Coordinators instructions for running the query and returning the data to the SDE. The precoding option will be offered to districts and schools that use standard course code numbers.

2005–06 Testing Dates
The December 2005–January 2006 state testing window is December 2, 2005–January 20, 2006. The spring 2006 state testing window extends from May 1 through June 7, 2006. Within the state window, districts will have two options in choosing their district's testing window.

   a. **Paper/pencil testing:** A district will select a five-consecutive-school day regular testing window plus a five-consecutive-school day make-up testing window that immediately follows the regular testing window. The duration of this core testing period is ten days.

   b. **Online testing:** A district will have five days in addition to the core testing period for online testing. These five days may precede, follow, or be split so that some days precede and some follow the core testing period. This core testing period with extension is fifteen days in duration.

Class rosters will be available on eMeasurement's Web site 36 hours after the tests are received by Pearson.

SchoolHouse
SchoolHouse will be open for ordering fall 2005 EOCEP test materials September 19–October 7, 2005. Estimates of materials needed are **not** preloaded for the EOCEP program. Therefore, districts must enter materials needed for testing.

U.S. History and Constitution
The U.S. History and Constitution (USHC) examination will be field-tested in spring 2006, with baseline implementation in 2006−07 (will not count 20% of the student's grade), and operational administrations beginning in fall 2007 (will count 20% of the student's grade).

All high schools will participate in the USHC field test in spring 2006. All students in a school will be tested if a school has 165 or fewer students enrolled in the U.S. History courses. If school enrollment in the U.S. History courses is greater than 165, 140 students will be randomly selected within a school. AIR will randomly select 140 students using the January 2006 pre-ID file and provide a list of the selected students to each school and/or district. Each field test will contain 60 multiple-choice items. Districts will be provided with details of their participation by the time of the pretest workshops in the spring.

HSAP and EOCEP

SC Lighthouse
An interim release of SC Lighthouse is planned for early fall and will include the HSAP spring 2005 data. The next full release of SC Lighthouse is planned for early November and will include the HSAP spring 2005 data and the EOCEP 2004-05 test data for Algebra, English, Biology, and Physical Science.

South Carolina Readiness Assessment
Contact: Jim Casteel 803-734-8293 jcasteel@sde.state.sc.us

Districts should have received the SCRA reports in July. The reports are often shared with parents during parent conferences, but they may be sent home. A sample letter to parents is located at <www.myscschools.com/offices/assessment/programs/scra/scraparentletter04.doc>. The letter may be downloaded and edited for your district or school needs.

Note that there are two errors that may be present on some of your student reports. The designation of "Same teacher for all ratings" at the top of the reports defaulted to "No" when it should have been "Yes", and this designation should be ignored. Also, districts report some students are designated as "SCRA Alt" when they should not be. Reasons for this are being studied. This does not affect the majority of the reports. Reports will not be reprinted, although the database could still be altered. The "Alt" may be whited-out, blacked-out, or altered in the PDF file sent on CD to the districts and printed.

The online system, the South Carolina Readiness Assessment Profile Interactive (SCRAPI), was implemented statewide in 2004−05. An estimated ten percent of students did not receive completed ratings. The percentage of ratings not completed is higher than could be due to student mobility.

Administration of the SCRA is required under the EAA and the Statewide Assessment Regulation. Teachers, schools, or districts that do not complete ratings are in violation of these mandates.

The final (Year End) ratings should be completed in the last three weeks of the school year in each district's calendar. SCRAPI was closed after the last school district closed for the year. Requests to complete ratings during the summer could not (and cannot) be accommodated. This year there will be a verification system whereby principals will "sign off" that the school ratings have been completed prior to the close of school. A sample was sent to districts in April 2005 for optional use.

The SCRA Advisory Committee has recommended further study of what documentation should be required for SCRA. Teachers may use different methods for documenting student performance on the SCRA indicators, but in all cases there should be some documentation. To determine what methods are currently being used and to set a statewide minimum level of classroom documentation, each district must submit a plan for documentation by May 1, 2006. For the 2005-06 school year, recommendations include collecting two pieces of evidence for each of the three domains for each required rating period (e.g., a minimum of twelve writing samples, pictures of completed work, drawings, journal entries, teacher writing an entry describing the activity that the child completed, running record, teacher checklist, video recording, audio recording, etc.).

Reminder: It is now time to complete the SASI Parent Address database. This database is used to populate the SCRAPI program for the coming year. It is important to ensure that the data are correct. If your data are not in SASI when downloaded, then they must be entered in both SASI and SCRAPI - a very time-consuming prospect.

Rhonda Corley, formerly with Greenville County School District, will be working with the Office of Early Childhood to provide additional training related to SCRA during the coming school year.

Further information on SCRA and SCRAPI will be presented at the fall testing workshops in September.

National Assessment of Educational Progress (NAEP)
Contact: Therese Carr 803-734-3747 tcarr@sde.state.sc.us

The NAEP 2006 testing window is from January 30 to March 10, 2006. Samples of students in grades 4, 8, and 12 will be tested. In September, selected schools and districts will receive letters with further details about the NAEP 2006 assessment.

Performance Tasks for Gifted and Talented (Project STAR)
Contact: Amelia Brailsford 803-734-8019 abrailsf@sde.state.sc.us

Important upcoming dates for the 2005-06 administration and scoring of the South Carolina Performance Tasks follow.

DATE	ACTIVITY
August 12, 15, and 19, 2005	GIFT Training
September 21-23, 2005	Fall Testing Workshops
January 25, 2006	Data due to Carolinian Consultancy
February 13 and 15, 2006	Training for administration of SC Performance Tasks (location to be announced)
March 6-21, 2006	Administration of SC Performance Tasks
March 22, 2006	Materials due to Carolinian Consultancy
May 15, 2006	SC Performance Tasks reports due to districts

Assessment Literacy
Contact: Christina Schneider 803-734-8534 cschneid@sde.state.sc.us

The Office of Assessment is again airing two separate television series in the 2005–06 year. Both series are designed for teachers and administrators. The first series will provide an overview of various aspects of the statewide testing programs. The second series is the re-airing of the professional development series that addresses classroom assessment practices that are aligned with state standards and support standards-based instruction for teachers at the elementary, middle school, and high school levels. A revised companion document for the professional development series will be posted in October 2006.

The first series, *Assessment Informational Overview*, will be televised on channel 318. Each program will air on listed dates at 9:30 AM and 10:30 AM. The series may be videotaped for use by school and district personnel. Below is the programming schedule for the first part of the year.

- Testing Task Force Recommendations – September 6 and September 12
  - This program will provide an overview of the recommendations made by the Testing Task Force and the actions taken by the SDE in meeting those recommendations to date.

- Performance Level Descriptors – October 3 and October 10
  - The Palmetto Achievement Challenge Tests (PACT) performance levels give details about the knowledge and skills that students at the cut score for that particular performance level have typically demonstrated on the PACT from 1998 through 2003. This program will review the knowledge and skills listed for each performance level

for each area in which the English language arts and mathematics test-content analysis has provided adequate evidence.

- NCS Mentor for PACT and HSAP − November 7 and November 14
    - o This program will provide an overview of a software package that includes scored student responses for mathematics and English language arts (ELA) for PACT grades 3, 6, and 8, and for HSAP. The package provides an opportunity for instructional personnel to learn how constructed-response items and extended responses are scored in PACT and HSAP. Each grade level included in the software package has sets of scored student responses with annotations and color overlays to explain the assigned scores. Practice papers allow users to practice scoring a set of responses and to check their scores.

In addition to broadcasting one program a month as listed above, ITV will broadcast the three fall programs in a block feed September 15, October 14, and November 16 from 8:30 − 11:30 A.M. (may end before this time) on digital channel 318.

The professional development series, *Assessing Standards in the Classroom*, the 11-part series, hosted by Christina Schneider and myself from the Office of Assessment and Robert Johnson from the University of South Carolina is available through video streaming at ITV at the following Web site: <http://cfmedia.scetv.org/itvprodev/index.cfm>.

A New Look for the Office of Assessment Web Site

We have made some improvements to the Office of Assessment Web site to make it is easier to find the information you need. We have re-organized the headings, added new subheading, added more links, and created some new features. Here is one of the changes you'll see on the home page:
>   *What's New* - updated monthly with current information of interest to teachers and administrators.
Our Address is the same at: <http://www.myscschools.com/offices/assessment>.   Check us out!

Enclosures: DTC and Precode Coordinator Designation Form (Superintendent's Copy ONLY)
                Testing Schedule for 2005−06
                Alternate Assessment Schedule